

TRANSMITTAL SLIP		DATE
TO: <i>Don</i>		
ROOM NO.	BUILDING	
REMARKS:		
<i>Attached papers will help you do the records review. One is a list of file series to use as a guide and the other is a definition of terms.</i>		
FROM: [REDACTED]		
ROOM NO.	BUILDING	EXTENSION
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-8 WHICH MAY BE USED.		
(47)		

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Approved For Release 2005/08/02 : CIA-RDP85B00236R000200040005-4

A. SECURITY PROTECTION AND MANAGEMENT

1. Policy, Plans, Projects, Programs Files
2. Regulatory Issuances
3. Committees, Task Forces, Boards, Panels, Councils, Groups Files
4. Appropriations and Budget Files
5. Information and Records Management Files
6. Speeches, Lectures, Briefings, Conferences, Meetings Files
7. History Files
8. Research and Development Files

B. ADMINISTRATIVE SUPPORT

9. Administrative Files
10. Personnel Files
11. Training Files
12. Travel and Transportation Files
13. Security Files
14. Financial Accounting Files
15. Logistics Files

C. GENERAL

16. Chronological Files
17. Reference Files
18. Working Files
19. Liaison Files
20. Freedom of Information Act and Privacy Act Records

D. PRODUCTION AND COLLECTION

E. UNIQUE RECORD SERIES

GLOSSARY OF TERMS

Administrative Value: In appraisal, the usefulness of records to the originating or successor agency in the conduct of current business.

Appraisal: The process of determining the value and thus the disposition of records based upon their administrative and other uses, their evidential and informational or research value, their arrangement, and their relationship to other records. ---

Convenience File: Extra copies of records, personal papers, or publications maintained for ease of access and reference. Sometimes improperly known as personal file.

Current Records: Records that are necessary for conducting the current business of an office and that must be maintained, therefore, in office space and equipment.

Document: (1) Recorded information regardless of medium or characteristics. Frequently used interchangeably with record. (2) A single record or manuscript item. When abbreviated, d. or doc., it designates any manuscript or some printed materials that are not letters.

Evidential Value: The value of agency records which provide documentation of its organization and functioning.

File: (1) An accumulation of records maintained in a predetermined physical arrangement. Used primarily in reference to current records, the term in archival usage may refer to either a series or a file unit, such as a folder or dossier. (2) To place documents in a predetermined location according to an overall plan of classification. (3) Storage equipment, such as a filing cabinet.

File Break: Termination of a file at regular periodic intervals to facilitate continuous disposal or transfer of the file series.

Files: A collective term usually applied to all records of an office or agency.

Fiscal Value: The usefulness of records for information about the financial transactions and obligations of agencies and organizations.

Historical Value: The usefulness of records for historical research concerning the agency of origin or for information about persons, places, events, or things.

Housekeeping Records: Records of an organization that relate to budget, fiscal, personnel, supply, and similar administrative or facilitative operations normally common to most agencies, as distinguished from program or substantive records that relate to an agency's primary functions.

Informational Value: The value of records that derive from the information they contain on matters with which public agencies deal, rather than from the information that is in such records about the agencies themselves.

Inventory: A survey of records series prior to the development of schedules. Generally includes data such as series titles, inclusive dates, use, quantity, arrangement, duplication, and other pertinent information.

Legal Value: The use of records containing evidence of legally enforceable rights or obligations of governments and/or private persons.

Office of Record: Office responsible for maintaining the official record copy for the Agency.

Permanent Records: Records considered to be so valuable or unique in documenting the history of an agency or for other reasons that they are to be preserved for an infinite period of time.

Project File: A folder or other file unit containing material relating to a specific activity, event, person, place, project, or other subject. Sometimes referred to as a case file or transaction file. Also a collection of such folders or other file units.

Record Copy: The official or record document so marked or recognized complete with enclosures or related papers.

Record Group: A body of organizational related records established with regard to the administrative history, the complexity, and the volume of the records of the organization involved.

Records Custodians: Those personnel responsible for the creation, transmission, utilization, maintenance, and disposition management of records located within their areas of jurisdiction.

Records Management: That area of general administrative management concerned with achieving economy and efficiency in the creation, maintenance and use, and disposition of records. Includes fulfilling archival requirements and ensuring effective documentation.

Records Management Officers: Those officers designated within directorates and independent offices who are responsible for administering the records management program within their areas of jurisdiction.

Screen: To remove for retention selected documents from disposable files or parts of series from disposable series.

Series: File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Sometimes known as a record series.

Temporary Records: A generic term for those types of records which lose their value within a limited period of time.

RECORDS INVENTORY WORK SHEET

PREPARED BY	(1) Approved For Release 2005/08/02 : CIA-RDP85B00236R000200040005-4	EXTENSION	(2)	DATE	(3)
OFFICE, DIVISION, BRANCH, SECTION	(4)	CUSTODIAN	(5)	LOCATION OF FILES	(6)
TITLE OF FILES					
(7)					
DESCRIPTION (8)					

1. Name of person conducting the survey.
2. Telephone extension of person conducting the survey.
3. Date the inventory is conducted.
4. Directorate, Office, Division, Branch and Section maintaining the files.
5. Person responsible for the files.
6. Room Number and Building where the files are located. Safe number when applicable.
7. Brief title of record series.
8. A clear description including the function and value of the records is basic to the success of the inventory and the schedule.
9. Arrangement of record series; i.e., alphabetic by subject, chronological, numerical by case number, etc.
10. The years of the oldest and most recent documents in the series.
11. Note the media of the records; i.e., paper, audio-visual, magnetic cards, etc.
12. How often are files referred to? This information is pertinent ^{to} in establishing disposition instructions.
13. The office responsible for maintaining the official file for the Agency should be noted for each record series.
14. Measurements should be as simple as possible; figures may be rounded to the nearest half-foot.
15. Estimate the annual rate of growth for each file series.

FILING ARRANGEMENT	INCLUSIVE DATES
(9)	(10)
MEDIA OF RECORDS	FREQUENCY OF USE
(11)	(12)
OFFICE OF RECORD	VOLUME (CUBIC FEET)
(13)	(14)
	RATE OF ACCUMULATION
	(15)
REMARKS	

Form 138 Use Previous Editions

Classification

CLASSIFICATION

RECORDS INVENTORY WORK SHEET

PREPARED BY		EXTENSION	DATE
OFFICE, DIVISION, BRANCH, SECTION	CUSTODIAN		LOCATION OF FILES
TITLE OF FILES			
DESCRIPTION			
FILING ARRANGEMENT			INCLUSIVE DATES
MEDIA OF RECORDS		FREQUENCY OF USE	
OFFICE OF RECORD	VOLUME (CUBIC FEET)	RATE OF ACCUMULATION	
REMARKS			

CLASSIFICATION

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Listing of all current files

FROM:

Mary/Bob

EXTENSION

NO.

DATE

5 Oct 81

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Ref: Memo on Headquarters Records Review dated 8 Sep 81

2.

As mentioned in Ref, we need to have a complete listing of all current files so that work can begin on the OIS records control system.

3.

4.

We request that you use the attached form -- ONE form for each records series -- and send the forms to Mary by 26 October 81. (There is no need to make a list in addition to the forms; just send the completed forms.)

5.

6.

7.

We will be glad to help in any way we can

8.

9.

Attachment: Form 138 & instructions

10.

Please xerox Form 138

11.

12.

13.

14.

15.

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